

**Regional Planning Grant to Prevent and End Homelessness Request for Proposals (RFP) Application**

July 1, 2023 – June 30, 2024

Application Deadline: Wednesday, April 5, 2023, at 12 p.m. Central Time

**NOTE:** Refer to the **Regional Planning Grant to Prevent and End Homelessness** [RFP Application Instructions](http://www.mnhousing.gov/download/MHFA_294988) for more information.

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| **Applicant Information** |
| Total Amount Requested |       |
| Continuum of Care/Tribe(s) |       |
| Organization Name |       |
| Organization Address | Street Address:       |
|  | City:       | State:       | Zip:       |
| Authorized Representative (main project contact) | Name:       | Title:       |
|  | Phone:       | Email:       |

**I. Project Design and Planning Activities (50 possible points)**

The funds must be used to support efforts to **prevent and end homelessness** and **make the regional homeless response system more equitable**. The goal is also to engage Continuums of Care (CoCs) and Tribal Nations within the state to build on strategies connecting the five results as indicated in the [Minnesota Interagency Council on Homelessness Justice Strategic Plan](https://mich.mn.gov/justice-strategic-plan#phase-one)**.** Refer to the [RFP Application Instructions](http://www.mnhousing.gov/download/MHFA_294988) for more information on planning activities and the five results.

1. Complete and submit the proposed Work Plan. ([Word version](http://www.mnhousing.gov/download/MHFA_294992)) | ([RTF version](http://www.mnhousing.gov/download/MHFA_294990))
2. Describe how the proposed activities will support local, state, Tribal, and federal processes that support regional strategies to prevent and end homelessness. Also include how the proposed activities will connect to the five results that are the focus of the [Minnesota Interagency Council on Homelessness Justice Strategic Plan](https://mich.mn.gov/justice-strategic-plan#phase-one).

1. Describe how the proposed activities will help the region’s goals to build a more equitable homeless response system. Also include how the proposed activities will connect to the five results (especially, 3 and 5) that are the focus of [Minnesota Interagency Council on Homelessness Justice Strategic Plan](https://mich.mn.gov/justice-strategic-plan#phase-one).

**II. Equity (40 possible points)**

1. Recognizing and honoring sovereignty, Tribal Nations serving Native American households will receive automatic points for the Equity section of this application. Check “Yes” if you are a Tribal Nation or group of Tribal Nations serving Native American households.

Yes [ ]  Skip all questions in this section and move to the Budget section (Section III); 40 points will automatically be granted.

No [ ]  Continue to Question 5.

1. Describe how the planning entity worked and consulted with various stakeholders to develop the proposed activities. Be as specific as possible, especially describing when and how the planning entity engaged people more likely to be impacted by housing instability and people with lived experience(s) of homelessness. Refer to the “Equity” section of the RFP Application Instructions for more information.

1. Describe in detail if and/or how the planning entity’s governance structure and its decision-making process represents the demographics of the populations intended to be served. If the governance structure and decision-making process does not represent the demographics of the population intended to be served, describe the plan to improve representation.

**III. Budget (10 possible points)**

1. Complete and submit the proposed [Budget](http://www.mnhousing.gov/download/MHFA_294986).
2. Provide a substantive narrative justifying the Budget.

**IV. Required Documents**

The [Multifamily Secure Upload Tool](https://mnhousing.leapfile.net/) will direct the applicant to send items to mhfa.app@state.mn.us. Review the [Upload Tool Instructions](http://www.mnhousing.gov/get/MHFA_1014611) for more information. Late applications will not be accepted.

Submit the following application materials no later than **Wednesday, April 5, 2023**, at 12 p.m. Central Time using the Multifamily Secure Upload Tool:

* Application (this document)
* [Application Signature Page](http://www.mnhousing.gov/download/MHFA_294987) (wet, digital, or electronic signatures will be accepted)
* [Budget](http://www.mnhousing.gov/download/MHFA_294986)
* Work Plan ([Word version](http://www.mnhousing.gov/download/MHFA_294992)) | ([RTF version](http://www.mnhousing.gov/download/MHFA_294990))
* Applicant current financial information\* (does not apply to any governmental organizations or Tribal Nations)

**\*Note:** Nongovernmental organizations applying for $25,000 or more must supply the following financial documentation depending on the organization’s total gross revenue (refer to the table below):

|  |  |
| --- | --- |
| **Documentation** | **Total Gross Revenue** |
| Board-review Financial Statements | Under $50,000 (or not in existence long enough to have completed IRS Form 990 or an audit) |
| IRS Form 990 and Aging Schedule | $50,000-$750,000 |
| Certified Financial Audit | Over $750,000 |

**NOTE:** The subject line for the items submitted via the instructions above should be: **Regional Planning Grant to Prevent and End Homelessness RFP\_Applicant name\_Name of document.**

If an applicant is selected for funding, Minnesota Housing prefer the following due diligence items be submitted by **Friday,** **June 23, 2023**:

* **Signed Grant Contract Agreement** (provided by Minnesota Housing).
* **Board Resolution**: A signed original, or signed and certified, copy specific to the Grant Contract Agreement that designates authorized signatories, authority to enter into a Grant Contract Agreement and that references the requested and/or awarded amount.
* **Designation letter** from CoCs’ and tribes’ planning entities.
* **Certificate of Insurance with Employee Dishonesty/Crime Coverage** in the amount of at least one-eighth of the total amount of the funding amount.
* **Electronic Funds Transfer (EFT) Authorization Form** for a new applicant that has been selected, or if the current EFT on file needs updates.
* **Certificate of Good Standing** issued by the Minnesota Secretary of State Office within 30 days (a screen shot is also an acceptable form of evidence). This does not apply to any governmental organizations or Tribal Nations
* **Final approved Work Plan**: The selected applicant will be required to complete and submit a work plan on a template provided by Minnesota Housing. The purpose of a work plan is to describe changes to the application as a result of the final award amount and requirements.
* **Final approved Budget**:A final budget reflecting the awarded amount and any allocation or amount changes to the lead entity or subgrantees.

**V. Acknowledgement and Consent**

Applicant acknowledges that this application will be reviewed and scored by a review committee comprised of Minnesota Housing Finance Agency (Minnesota Housing) staff, other state agency staff, and community reviewers with knowledge of homeless programs.

The applicant further agrees that, by submitting this application to Minnesota Housing, they agree and understand that this RFP response and data submitted as part of this RFP response are governed by the Minnesota Data Practices Act and may be considered private or nonpublic data.

The applicant further consents to Minnesota Housing sharing all data submitted as part of this RFP response, including private or nonpublic data, to individuals outside of Minnesota Housing who agree to assist with the evaluation of the responses and that such individuals will be instructed that they may not further disseminate the private or nonpublic data received.

By completing, signing, dating, and submitting the Application [Signature Page (Section VI: Certification and Signature; separate page](http://www.mnhousing.gov/download/MHFA_294987)), the applicant acknowledges and consents to the above information as well as the information stated on the signature page.